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Job details

Job 1 of 1

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General Information The Department of Auditor-Controller is seeking a well-qualified, highly motivated, dependable, and organized individual to fill the position of Program Specialist II, Auditor-Controller. This position is responsible for investigating allegations of fraud, corruption, and misconduct.

Requirements **POSITION REQUIREMENTS:** Permanent employees of Los Angeles County who hold the payroll title of Program Specialist II, Auditor-Controller or hold a comparable item which performs similar types of work at an equivalent level in salary and complexity are invited to submit (1) a cover letter and resume detailing relevant experience, (2) copies of the last two performance evaluations, and (3) a time history report of the last two years.

NOTE: RESUMES ARE ACCEPTED ONLINE ONLY. Please fax required documents to (213) 947-4848 on the day you submit your resume online. Please include your name, position title, and bulletin number on all faxed documents.

All materials submitted will be evaluated; however, only the most qualified individuals will be invited to participate in an interview.

Desirable Qualifications

- Strong analytical and organizational skills;
- Excellent verbal and written communication skills;
- Experience writing investigative reports;
- Experience conducting criminal and/or administrative investigations;
- Possession of an active certification as a Certified Fraud Examiner, Certified Internal Auditor or Certified Public Accountant; and
- Ability to work in an unstructured environment.

Duties

Lead or conduct complex criminal and administrative

investigations of fraud and misconduct by County managers, employees, and vendors. Such investigations range in scope from personnel improprieties and computer misuse to criminal investigations of embezzlement and conflict-of-interest.

Lead or conduct specialized audits, management and operational reviews, and time-sensitive investigations of sensitive/critical government operations, as requested by the Board of Supervisors.

Vacancy Information

This vacancy is headquartered at the Hall of Administration located at 500 West Temple Street in Downtown Los Angeles.

Available Shift

Day

Contact Name

Daniel Ramirez

Contact Phone

(213) 974-1278

Contact Email

dramirez@auditor.lacounty.gov

Job Field

Finance and Accounting

Job Type

Professional

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